



# MCA Role Profile

Role Title	Senior Maritime Operations Officer
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Location	National	Grade	EO
Directorate	HM Coastguard	Reports To	Team Leader (Maritime)
Direct Reports	None	Indirect Reports	None

## Area of work

HM Coastguard is the operational arm of the Maritime and Coastguard Agency with responsibility for six Coastguard functions, being Search and Rescue, Pollution Response, Vessel Traffic Monitoring, Maritime Safety, Maritime Security, and Accident and Disaster Response. There are three delivery disciplines within HM Coastguard: Maritime Operations, which coordinates activities from an operations room environment; Aviation, which operates the Aeronautical Rescue Coordination Centre from an operations room environment, and; Coastal Operations, which manages resources and service provision on the coast. This post is part of Maritime Operations.

## Role Purpose

The role holder is responsible for the functional integrity of Coastguard operations, both within the UK area of interest and within a defined national or international operational area. Although having no direct line management responsibilities, the post holder will, as delegated, lead and supervise operations teams of Coastguard officers at the Joint Rescue Coordination Center, or at regional Maritime Rescue Coordination Centers.

## Key Responsibilities

Planning, prioritising and managing work based on dynamic risk assessments, and ensuring resources are available for both forecast and actual demand

Balancing work against resource and - where assessed as necessary, or where there is a skills deficiency in the role holder's team, or where workloads may exceed the capacity of the role-holder's team - recommending additional staff or assistance from other teams to provide suitable coverage

Managing day-to-day operations and ensuring the role-holder's team provide a high and effective standard of service delivery including SAR & Emergency Response, VTM supervision, Maritime Safety Information, Safety Guidance and Advice, and Data & Information Management

Acting as Mission Coordinator and/or providing oversight for officers taking on this operational command and control role

Following up on incidents by reviewing or producing post-operation reports as appropriate, and where necessary conducting post-mission reviews

Implementing sound leadership and direction within a team, and ensuring safe working practices are maintained; Promoting a culture of safety to mariners and coastal users

Supervising their team's attendance and operational performance in accordance with established standards, ensuring team members maintain personal competency levels, and ensuring compliance with continuous professional development requirements

Ensuring their own continuous professional development, by participating in training, exercises and team assessments, and undertaking mandatory work.

All Maritime and Coastguard Agency employees are expected to meet the [ [HYPERLINK "https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/717275/CS\\_Behaviours\\_2018.pdf"](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf) ] at their level

#### Essential Minimum Criteria

\* Consider the qualifications and experience that are minimum and essential for the role. Desirable criteria should not be included on the role profile.

The successful completion of the search planning and incident co-ordination elements of the HMCG SMOO Training Ahead of Need program. This is not necessary if an applicant holds a valid SAR Mission Coordinator qualification.

Role holders without a valid SMC qualification will be required to attain one within 24 months of appointment.

#### Special Features of the role (working hours/health standards, etc.)

The role holder will be expected to work within a shift system in an operations room. Shift cycles will rotate to cover a 24/7 emergency service provision.

This role is subject to health standard requirements.

The role holder will occasionally rotate out of the watch rota in order to undertake wider project or developmental work.

Successful candidates will have attained 18 years of age to comply with the shift-working requirements of the working time regulations.

The role holder will be required to attend formal training events at the MCA's designated training facilities, and this may require spending time away from home and the normal workplace.

Within the recruitment process, there will be no extension to the time permitted to complete the ability tests as a reasonable adjustment in relation to a disability covered by the Equality Act 2010. The reality of the role would not allow for such time extensions within the workplace and therefore, it would not be reasonable to allow such extensions as part of the recruitment process.

Prepared by	Duncan Ley	HR approval by	<b>Name</b>
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